

Small Business Spirit of Wyoming Award

SBA Wyoming District Office will make Small Business Spirit of Wyoming award at the district level. This award will be presented to small businesses that demonstrate potential for success in the areas of growth in number of employees, increase in sales, steady growth of company and innovation and imagination in product/services. The nominee should also demonstrate the “Spirit of Wyoming” with contributions to their local community and a demonstrated spirit of volunteerism and community involvement.

Who is eligible to be nominated for this award?

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for Small Business Spirit of Wyoming Award must own or operate a business defined as “small” under the applicable SBA size standards. Individuals who have received the Small Business Person Award at the State level within the past five years are not eligible. Nominees must also be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. While receipt of SBA assistance is not required, it is preferred. Consult your nearest SBA district office if you have questions.

What are the evaluation/selection criteria for the Small Business Spirit of Wyoming award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Potential for success:
 - Number of years in business
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Training and assistance provided to employees.
3. Increase in sales and/or unit volume — an indication of continued growth since business start up.
4. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
5. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the Small Business Spirit of Wyoming award. Individuals may not be nominated for more than one Small Business Week 2016 award category.

Where are the nominations to be sent?

Nominations must be submitted to the U.S. Small Business Administration Wyoming District Office, 100 East B Street, RM 4001, Casper, WY 82601.

What is the deadline for nominations?

All nominations for Small Business Spirit of Wyoming award must be postmarked or hand delivered to the Wyoming District Office **no later than 11:00 a.m. January 11, 2016.**

What information must the nomination package contain?

1. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices or at web portal <http://awards.sba.gov> . For “team” nominations, a background form is required for each team member;
2. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable;
- 3 . A completed SBA Form 3301 Awards Nomination Form, which is available through SBA field offices or at <http://awards.sba.gov> This form will state that it is for the Small Business Person of the Year, please indicate at the top of the form you are nominating for the Small Business Spirit of Wyoming Award.

Small Business Spirit of Wyoming Award winners will be selected at the state level. Winners will be selected by a panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Key Deadline

11:00 a.m. January 11, 2016 Local and National Small Business Week 2016 nominations must be received by SBA district offices.